

Block Party Permit Application

The Block Party Permit provides a simple way for residents to close a street for the express purpose of a neighborhood celebration or gathering. This permit application can only be used for block parties in residential, non-mixed use areas. The event organizer is responsible for all fees related to approved safety equipment rental and/or barricades.

Any neighborhood block party involving: major street closures; the sale of food or alcohol; impact to community services or entities (e.g. bus re-routing, or affecting schools, hospitals, or churches); or large crowds are required to be reviewed through the Special Event Permit process and must complete a Special Event Permit Application. Block Parties should be limited to minor residential streets and/or cul-de-sacs as pursuant to City Council Policy 102-04.

Block Party Rules and Conditions

SECTION 1: General Requirements:

- The closure of a street for block parties should pertain only to local residential streets.
- No Street shall be closed for a Block Party more than once in a three-month period.
- Signatures from 100% of all households within the party area indicating their consent must be submitted with the application (use attached Page 5 Signature Authorization Form – make additional copies as needed).

SECTION 2: Barricades and Emergency Access Requirements:

- Professionally manufactured A-frame barricades that comply with the Manual on Uniform Traffic Control Devices (MUTCD) shall be placed at all access points to prevent vehicular access to the Block Party venue during all times of operation including set-up and clean-up. Barricades shall be removed only after all pedestrians have exited the street and clean-up has been completed. All barricades and any other safety equipment used to support a Block Party in which environmental factors limit the ability of the equipment used to be seen such as when the Block Party takes place in partial or complete darkness shall use retro-reflective materials or flashing amber caution lights. You may not use vehicles, picnic benches, chairs or anything other than A-frame barricades to prevent vehicular access to the Block Party venue. Please contact a barricade rental company to secure the equipment needed for your event. Examples of rental companies are Bj's Rentals and United Rentals.
- The closure point of intersections and cul-de-sacs must be kept clear of tables or anything other than the barricades in order to allow easy access for emergency vehicles, if necessary.
- The placement of any furniture, activities or equipment on a street(s) shall be such that a twenty foot (20') unobstructed lane or clear path of travel sufficient for

access by an emergency vehicle is maintained throughout the entire Block Party venue.

SECTION 3: Operational Requirements:

- Adult supervision must be provided at all times.
- Alcoholic beverages shall not be consumed on City public property, including streets and sidewalks. The use of alcoholic beverages on private property shall comply with all applicable laws.
- All activities and games are to be conducted at your own risk
- Upon a complaint by any reasonable person, the applicant must ensure any sound is turned down to a more acceptable level or eliminated altogether.
- Applicants and all event participants must comply with all other applicable city, county, state and federal regulations.

SECTION 4: Trash/Recycling/Event Clean-up Requirements:

- The City of Chula Vista recommends the use of recycling receptacles for cans/bottles, paper and cardboard to be paired with trash containers around the event venue. Include where you will be placing these receptacles on your block party map.
- Clean-up shall be the responsibility of the applicant.
- The Block Party venue shall be clean, free of equipment and restored to public access immediately upon conclusion of the Block Party.

SECTION 5: Technical Requirements:

- Create a computer generated or hand-drawn scaled site plan depicting:
 - Name and location of street(s) to be closed
 - Location of furniture, activities or equipment. Any inflatable/play equipment shall be specifically identified.
 - Location of safety equipment such as barricades to close street(s)
 - Location of a twenty foot (20') unobstructed lane or clear path of travel sufficient for access by an emergency vehicle throughout the entire Block Party venue.

SECTION 6: Application Process Requirements:

- Applicant shall submit a completed Block Party application with the site plan and all required signatures to the Office of Communications, ATTN: Special Events
- Applications must be submitted at least 15 working days prior to the event.
- Incomplete or improperly completed applications will not be processed.
- Approval will be subject to all other City ordinances and governmental restrictions.
- Please keep a copy of this application for your records.

Reference: City of Chula Vista Council Policy #102-04

City of Chula Vista Block Party Permit Application

Block Party applications must be submitted 15 business days prior to the event

BLOCK PARTY DESCRIPTION	
Event Name	
Event Date: (E.g. Saturday, 1/13/2015)	
Location of Block Party (from house # to house #)	
Number of homes involved	
Start time (including set-up)	
End time (including clean-up)	
Total attendance	
Peak attendance	
Name of vendor providing barricades	
Closed Streets Description	
Amplified Sound or Other Activity Description (Including the use of inflatable/play equipment).	

APPLICANT INFORMATION	
Applicant Name	
Street Address	
City, State, Zip Code	
E-mail Address	
Mobile Phone	
*Contact Person "On-Site" Day of Event	
*Mobile Phone of Contact Person	
*NOTE: THIS PERSON MUST BE IN ATTENDANCE FOR THE DURATION OF THE EVENT AND IMMEDIATELY AVAILABLE TO CITY OFFICIALS.	

APPLICANT COMPLIANCE WITH ALL PERMIT TERMS AND CONDITIONS	YES	NO
1. I have read and agree to fully comply with all the General Requirements as described in Section 1 of the Block Party Application.		
2. I have read and agree to fully comply with all of the Barricades and Emergency Access Requirements as described in Section 2 of the Block Party Application.		
3. I have read and agree to fully comply with all of the Operational Requirements as described in Section 3 of the Block Party Application.		
4. I have read and agree to fully comply with all of the Trash/Recycling/Event Clean-up Requirements as described in Section 4 of the Block Party Application.		
5. I have read and agree to fully comply with all of the Technical Requirements as described in Section 5 of the Block Party Application.		
6. I have read and agree to fully comply with all of the Application Process Requirements as described in Section 6 of the Block Party Application.		
7. I have attached a computer generator or hand-drawn scaled site map as described in Section 5 of the Block Party Application		
8. I have attached a Block Party Resident Survey demonstrating support for the street closure(s).		

Affidavit of Applicant

I, the undersigned, declare upon penalty of perjury that the information contained in the foregoing application and any attachments is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the proposed Block Party under the Chula Vista Municipal Code and other applicable city, local, state and federal codes, laws, policies and regulations. By applying for a Block Party Permit, I agree and understand that I have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies and regulations associated with the Block Party. I further understand that knowingly providing any false information is cause for the immediate denial of a Block Party Permit or the suspension of a Block Party Permit if one has already been issued. I understand in the event of a major incident, my Block Party may be postponed or terminated for the sake of public safety and welfare (e.g., major crime incident, fire, flood or any act of God).

X
Signature of Applicant

X
Date

SIGNATURE AUTHORIZATION FORM

[illegible]

EVENT ORGANIZER/GROUP WAIVER AND RELEASE OF LIABILITY

EVENT ORGANIZER/GROUP NAME: _____

EVENT NAME: _____

EVENT LOCATION: _____

EVENT DATE(S): _____

ON BEHALF OF THE ABOVE EVENT/GROUP, I expressly **WAIVE, RELEASE** and **DISCHARGE** the City of Chula Vista, it's officers, agents and employees or any other person from any and all **LIABILITY** for any death, disability, personal injury, property damage, property theft or actions, including any alleged or actual negligent act or omissions, regardless of whether such asct or omission is active or passive which may occur to myself or members of my organization/group or our heirs in conection with our participation in the above-described event. I fully understand and acknowledge that the **CITY OF CHULA VISTA** is relying on my representation that I have authorization to sign this document and that I will provide all members of my group a completed copy of this Waiver prior to our participation.

I expressly **INDEMNIFY AND HOLD HARMLESS** the City of Chula Vista, its elected and appointed officers, agents and employees from any and all liabilities or claims made by me or my organization/group, my/our heirs and any other individuals or entities as a result of any of my/our actions in connection with my/our partiiciaption in this event except for those claims arising from the sole negligence or sole willful conduct of the City, its officers, employees, volunteers or other representatives. Such indemnification includes liability settlements, damage awards, costs and attorney fees associated with any such claims.

I hereby certify that I have read this document, understand its content and am authorized to sign this document on behalf of all members of the event/group I represent.

DATE: _____

SIGNATURE: _____

NAME (Please Print): _____

TITLE: _____

ADDRESS: _____